

**Hurricane Sandy
Disaster Relief Assistance Grant**

**Funded by the
National Park Service
Administered by the
Virginia Department of Historic Resources**

**Program Guidelines and
Application Instructions
February 2014**

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Section One: Background & Overview

Hurricane Sandy Disaster Relief Assistance Grant for Historic Properties

The Federal Emergency Management Agency (FEMA) issued major disaster declarations in 12 States and the District of Columbia after Hurricane Sandy occurred in October 2012. Within those states receiving major disaster declarations, FEMA further designated individual counties eligible for assistance. Public Law 113-2 appropriated \$50 million from the Historic Preservation Fund (HPF) for historic preservation projects providing relief for damages in Connecticut, Delaware, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Rhode Island, Pennsylvania, Virginia, West Virginia, and the District of Columbia caused by Hurricane Sandy. After the mandatory sequestration impacting FY 13 appropriations, the amount of available funds was reduced to \$47.5 million. Though contingent upon final funding through the National Park Service (NPS), Virginia anticipates it will have \$1.5 million available for grant assistance.

On behalf of the NPS, the Virginia Department of Historic Resources (DHR) offers grant assistance from these funds for the preservation of properties listed or eligible for listing in the National Register of Historic Places which were damaged by Hurricane Sandy. DHR is the State Historic Preservation Office (SHPO) for the Commonwealth of Virginia. The Director of DHR is the State Historic Preservation Officer. DHR will provide technical assistance and grant management to ensure all projects meet program requirements.

In Virginia the following localities were declared disaster areas and only projects in these areas are eligible to apply for the Hurricane Sandy Disaster Relief Grants:

City of Fairfax
City of Falls Church
City of Manassas
Accomack County
Arlington County
Clarke County
Craig County
Culpeper County
Essex County
Fauquier County
Frederick County
Greene County
Highland County
King and Queen County
Lancaster County

Loudoun County
Madison County
Mathews County
Middlesex County
Nelson County
New Kent County
Northampton County
Northumberland County
Prince William County
Rappahannock County
Shenandoah County
Surry County
Warren County
Westmoreland County

Grant Overview and Purpose

The purpose of the Hurricane Sandy Disaster Relief Assistance Grant for Historic Properties is to provide technical assistance and emergency repairs to historic and archaeological resources which were impacted by Hurricane Sandy in October 2012.

This funding shall be used for the preservation, stabilization, rehabilitation, and repair of historic properties damaged by Hurricane Sandy in federally declared disaster areas (see above). Survey and identification work in impacted areas is allowed provided it supports disaster planning and furthers an understanding of storm-related damage and/or leads to the identification and evaluation of individual properties and districts for National Register of Historic Places eligibility for future planning efforts.

These grants are reimbursement grants. Successful applicants must be prepared to fund the cost of the project, and then submit for reimbursement. While grantees will not have to complete the entire project before any payments are made, reimbursements are made only after funds are expended and all contract payment requirements have been met. Applicants must plan their financial arrangements accordingly.

Applicants may apply for two types of funding: Pre-development/Planning (including Survey and Assessment) and Development/Construction Grants. The minimum grant award is \$10,000 for Pre-development/Planning projects and \$25,000 for Development/Construction projects. Funds can only be used for eligible Pre-development/Planning and Development/Construction activities. **Only hurricane-related damage is eligible for Development/Construction grant assistance.**

There is no match required for these grant funds, however, matching funds are encouraged and will be factored in the ratings.

Properties owned by religious organizations are not eligible for capital (Development/Construction) funding under this program. However, religious organizations may apply for Pre-development/Planning grants.

All projects must meet the Secretary of the Interior's Standards for the Treatment of Historic Properties (<http://www.nps.gov/hps/tps/standguide/>); any alterations to historic buildings must comply with the provisions of the Americans with Disabilities Act, and requirements regarding post-disaster recovery, specifically the FEMA guidelines regarding rebuilding within designated floodplains. Grant recipients must follow all applicable federal, state and local statutes, laws, rules and regulations, including any local historic preservation requirements.

These grants require plans and specifications to be completed by a Historical Architect who meets the Secretary of the Interior's Professional Qualifications Standards as published in the Code of Federal Regulations, 36 CFR Part 61. For Development/Construction projects plans and specifications must be reviewed and approved by DHR prior to work commencing. In the case of National Historic Landmarks, the plans and specifications must be reviewed and approved by NPS. The development of these documents is an eligible activity under this grant program.

Pre-Development/Planning projects do not require review of Requests For Proposals (RFP's) by DHR. However, DHR is available to provide technical assistance with RFP and contract administration. All contract administration must follow the procedures outlined in the Virginia Public Procurement Act.

The use of state and/or federal funds requires an open bidding process. Contractors cannot be pre-selected and any potential contractor cannot play any role in the design of the project or

application.

This grant program can be combined with any other Federal grant programs, State grant programs, and to the State Historic Tax Credit program. However, it cannot be combined with Federal Historic Tax Credit programs.

Development/Construction projects will require a Project Sign to be posted in a prominent location at the project site. The signs must identify the project, the historic significance of the property, and the support of the NPS and DHR. DHR is responsible for the cost of the Project Signs.

A final report, which may also include a project audit, will be required at the close of the project. If required, the project audit must be prepared by an independent auditing firm. Costs associated with the preparation of the final report and audits are eligible for reimbursement.

Compliance with Section 106 of the National Historic Preservation Act

Pursuant to Section 106 of the National Historic Preservation Act, DHR will act on behalf of NPS for this Emergency Supplemental HPF grant assistance and will initiate consultation and complete the consultation process stipulated in the regulations issued by the Advisory Council for Historic Preservation (ACHP) in 36 CFR 800 prior to the commencement of all grant-assisted construction, ground disturbance or project planning. DHR will initiate and carry through the Section 106 review process and provide documentation of its review to NPS. DHR will consider effects to historic properties in reviewing all applications. Using these grant funds on projects that cause adverse effects is expressly prohibited.

Applicant Eligibility:

Eligible applicants for Development/Construction Projects:

- Individuals with ownership interest, localities, not-for-profit corporations, for-profit organizations, and state agencies with an ownership interest in properties which were damaged by Hurricane Sandy AND are listed OR eligible for listing in the National Register of Historic Places AND located within the localities listed above (page 1).

Eligible applicants for Pre-development/Planning projects:

- Localities, not-for-profit corporations, for-profit organizations, and state agencies with jurisdiction and/or direct relationship to the localities listed above.
 - Localities shall mean a county, independent city or town, or regional planning district commission.

Ineligible applicants:

- Federal agencies
- Properties owned by religious organizations

Eligible Properties:

- Properties that sustained Hurricane Sandy related damage and are listed on the National Register of Historic Places OR determined to be eligible for listing on the National Register of Historic Places by DHR. This includes individually listed or eligible properties and those contributing to the significance of a National Register historic district.

To determine if a property is listed in the National Register check DHR's online listing of register properties: http://www.dhr.virginia.gov/register/register_counties_cities.htm, or contact DHR's Regional Staff. Contact information for Regional Staff is found here: http://www.dhr.virginia.gov/regional_offices/regional_offices.htm.

DHR **strongly** encourages applicants to complete a Preliminary Information Form (PIF) for properties not yet evaluated by DHR and to work with regional staff to have their property evaluated before the application is submitted. Additional information about DHR's evaluation process is located here: http://www.dhr.virginia.gov/register/register_pif.htm

Ineligible Properties:

- Federally-owned properties
- Properties not listed or determined not eligible for listing on the National Register of Historic Places
- Properties not located in one of the declared disaster areas

Grant Funding Eligibility:

Eligible Activities and Costs:

Development/Construction Projects:

- Preservation
- Restoration
- Rehabilitation
- Stabilization including elevation and moving of buildings/structures as per FEMA regulations
- Archaeological Stabilization
- HABS/HAER Recordation
- Restoration, rehabilitation, preservation or stabilization of a documented historic landscape

Note: Retroactive costs back to October 22, 2012 may be eligible for reimbursement provided all procurement/bidding and technical approvals have been obtained prior to bid awards and construction.

Pre-development/Planning Projects

- Historic Structures Report
- Conditions Assessment including materials analysis
- Architectural/Engineering Plans and Specifications
- Engineering Study
- Landscape Study
- Archaeological Survey
- Architectural Survey
- National Register nominations for properties determined to be eligible by SHPO
- Economic Feasibility Study
- Survey and damage assessment

Note: All reports/surveys completed under this program must be completed by a consultant who meets the Secretary of the Interior's Professional Qualifications Standards as published in the Code of Federal Regulations, 36 CFR Part 61.

Ineligible Activities and Costs:

- Acquisition
- Costs incurred prior to the contract start date that have not received prior approvals
- Costs incurred after the contract expiration date
- Architectural salvage
- Archaeological salvage
- Total reconstructions
- Additions
- Routine Maintenance
- Archival research only
- Court actions
- Equipment purchase
- Moving buildings
- Fines or penalties

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- Fundraising efforts including costs associated with writing this grant application
- General operating expenses
- Work funded by insurance and other recovery entities
- Hospitality expenses including food, beverages, entertainment
- New landscaping and site work
- Interest payments
- Interpretive expenses
- Lobbying activities
- Nonconformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties
- Projects already underway
- Political contributions
- Regranting
- Scholarships
- Software acquisition
- Travel
- Substantial reconstruction

Note: Reconstruction is limited to portions of a historic property which still retain (prior to reconstruction) sufficient significance and integrity to remain listed in the National Register. While reconstruction is defined as an appropriate treatment in the Secretary's "Standards," total reconstructions are not eligible for HPF grant assistance. If specific features or elements of a building or landscape are missing and thus need to be recreated, this work is potentially eligible for funding (provided adequate historical documentation is available). Major reconstruction projects, such as recreating a building or landscape that has been completely destroyed at some earlier time, are not eligible activities because such prior destruction would have resulted in the property losing its National Register eligibility. Vanished structures, by definition, have lost their integrity and therefore are no longer eligible for the National Register, or for HPF grant assistance, as structures.

Note: Only project specific expenses that have been approved by DHR are eligible for the grant.

Preservation Covenant

Hurricane Sandy Disaster Relief Grantees that are awarded Development/Construction grants are required to provide DHR with a Preservation Covenant of limited duration on the property that is the beneficiary of funding from this program. The Preservation Covenant is placed on the entire legal parcel. Under the terms of the Preservation Covenant, the property owner agrees to:

1. Secure the preservation of historic resources and to ensure that a public benefit is derived from the expenditure of public funds;
2. Not perform any work on the property other than routine maintenance without the prior written consent from DHR;
3. Keep and maintain the property in reasonably good order, condition and repair in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties (1995), The Secretary of the Interior's Standards and Guidelines for Archeological Documentation or any other applicable Secretary of the Interior's Standards (collectively referenced as STANDARDS);
4. Not to alter or change the use of the property without prior written consent from DHR;
5. Maintain insurance on the property for the duration of the Preservation Covenant (see below for timeframes); and
6. Not to sell, lease or otherwise convey the property, in whole or in part, without written approval of the DHR.

The duration of the Preservation Covenant is determined by the amount of grant funds actually received to complete the project in accordance with the following schedule:

- Grant of \$0 to \$50,000 = 5 years minimum
- Grant of \$50,001 to \$99,999 = 10 years minimum
- Grant of \$100,001 and above = 20 years minimum

If the property owner sells the property; then the covenant is released.

(A Sample Historic Preservation Covenant provided in Appendix A)

Application Information

Applications are available for download on DHR's website: <http://www.dhr.virginia.gov>

Applications are due by **Thursday, May 1st, 2014 by 3pm**. One (1) complete application saved to a CD and one (1) complete printed copy of the application must be received by DHR no later than 3:00 pm May 1, 2014. For Development/Construction projects one full set of color photos, saved to a CD, should be included with each copy of the application. Photocopies of photos will not be accepted.

Applications materials should be submitted to:

Virginia Department of Historic Resource
2801 Kensington Avenue
Richmond, VA 23221
Attn: Jennifer Pullen, Executive Assistant

Grant Selection and Scoring Criteria

The Hurricane Sandy Disaster Relief Assistance Grant is a competitive grant program and each application will be scored according to a pre-determined set of criteria. Each application will be reviewed for eligibility and, if determined eligible, will be rated according to the Grant Selection Criteria noted below:

- Historic Significance of the property or properties.
- Degree and nature of the damage, severity of threat to the property.
- Applicant's ability to complete the project promptly and successfully; project planning, administrative structures and budget demonstrate fiscal prudence and readiness to proceed.
- Ability of the project to address/correct the storm-related damage and whether the funds awarded will achieve a significant preservation objective and meet preservation standards.
- Degree to which local historic preservation needs will be met and a public benefit achieved.
- Completeness and accuracy of the grant application,

Grant Award Notification

Applications will be reviewed and applications with the highest scores will be selected for funding. DHR reserves the right to fund all or a portion of the proposed project.

Grant Administration

Once a grant is awarded, applicants will enter into a grant contract with DHR. The contract will include the budget, scope of work and performance timeline and standard clauses. These contracts must be signed and returned to DHR within 30 days of receipt. DHR will reimburse Grantees for allowable, documented expenses only. Grantees are required to credit DHR and the National Park Service in all print, audio, video, internet and publicity materials.

Grant Project Timeline

The project start date is the date of the award letter notification. Construction contracts must be executed within six months of the project start date. Failure to comply with this requirement may result in the cancelation of the grant award.

DHR anticipates that the grant contracts and project initiation, including meeting with DHR staff if necessary, will be complete by June 1, 2014. DHR will make reimbursement payments to Grantees upon submittal and approval by DHR staff of three interim submittals.

Request for Reimbursement

These grants are reimbursement grants. Grantees must document and provide proof of expenditures and submit for reimbursement. Acceptable proof of expenditures may include copies of contracts, invoices, receipts and cancelled checks. DHR will not issue a payment to the Grantee until DHR approves the work element(s) and associated expenditure documentation.

Reimbursement requests should be submitted using the reimbursement form provided in Attachment B to the following address:

DHR Administration Office
10 Courthouse Avenue
Petersburg, VA 23803

Once the project is complete, the applicant should contact DHR and a close-out package must be submitted to DHR for review and approval. For Pre-development/Planning projects, a copy of the final report/product should be sent to DHR for review and approval. For Development/Construction projects, a final site visit is also required to close a grant. Once all final reports and inspections (where applicable) are complete DHR will authorize a final grant payment.

Administrative and Technical Review

Pre-Development/Planning documents for Development projects must be pre-approved by DHR. Construction plans and specifications must be approved by DHR before going to bid/construction. The use of state and/or federal funds requires a competitive bidding process. Contractors cannot be pre-selected and any potential contractor cannot play any role in the design of the project or application.

Goods and services must be procured in a manner so as to assure the prudent and economical use of grant moneys, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. Grantees will be required to describe and document the procurement process and means used to obtain their proposed contractor(s) in a format prescribed by DHR.

All work must have prior approval of DHR. Any changes in the scope of work must be reviewed and approved by DHR prior to the work commencing. Failure to obtain approval may result in the cancelation of all or part of the grant award.

All reimbursements for Development/Construction projects must be satisfactorily documented so that the DHR can ensure work was done to the Secretary of the Interior Standards. Failure to comply with these requirements could jeopardize full reimbursement.

A project sign is required at the project site; cost for the sign is the responsibility of DHR.

Funded applicants must consult with DHR prior to undertaking any ground-disturbing activity (e.g., trenching, grading, demolition, new construction). Unless substantial ground disturbance can be documented, an archeological survey may be required. Documentation of prior ground disturbance, or the results of archeological testing, must be reviewed and approved by DHR (before ground-disturbing activity occurs). DHR staff is available to assist with archaeological assessments prior to the commencement of ground-disturbing activities.

Grant Cancellations

DHR has the right to withhold, reduce or cancel grants if a Grantee:

- Fails to comply with the terms of the grant contract
- Does not start a project within 90 days of the grant contract execution
- Demonstrates inadequate financial management or oversight
- Does not properly credit DHR and NPS support
- Makes unauthorized changes in the scope of work
- Undertakes work without prior approval of DHR
- Experiences significant delays in the grant project
- The project does not meet the Secretary of the Interior's Standards for the Treatment of Historic Properties

Contact Information:

For general questions please contact:

Julie Langan, Acting Director
Virginia Department of Historic Resources
2801 Kensington Avenue
Richmond, VA 23221
Tel: (804) 482-6087
Julie.Langan@dhr.virginia.gov

For questions regarding if a property is eligible please contact DHR's regional staff.

Regional staff coverage by counties is located here:

http://www.dhr.virginia.gov/regional_offices/Regional_Offices7.11.jpg

Regional staff contact information is located here:

http://www.dhr.virginia.gov/regional_offices/regional_offices.htm

Section Two: Application Instructions

To be considered for this competitive grant program all applicants must complete the project cover form, checklist, and one of the three project-specific applications (Appendix C).

Complete applications are due by **May 1, 2014 at 3:00 PM**. Please complete all sections of the Application. Additional sheets may be attached if more space is necessary to answer questions.

One (1) complete application saved to a CD and (1) complete printed copy of the application must be received by mail or hand delivered to DHR by no later than 3:00 p.m., May 1, 2014.

Applications must be signed by all parties who have a fee simple interest in the Historic Property or by an authorized representative, if the owner is an agency or organization.

Application materials will not be returned.

For property Development/Construction projects, the application submission must also include digital images of the property saved to a CD. Where possible provide pre-Sandy photographs showing previous conditions.

An explanation of some items found in the project cover form is provided below.

For additional assistance please contact:

Julie Langan, DHR Acting Director and State Historic Preservation Officer at: (804) 482-6087 or Julie.Langan@dhr.virginia.gov

Project Information:

Construction/Development Projects: Provide a brief (no more than 150 words) summary of the project, including the identity of the project sponsor, the name and DHR ID# of the property to be improved, the historic significance of the property, the damage to the property that will be remediated, the work proposed, and the resulting benefit upon completion of the project.

Pre-development/Planning Projects: Provide a brief (no more than 150 words) summary of the project including the identity of the project sponsor, a description of the survey area, proposed methodology, anticipated benefits as it relates to disaster planning, and any possible challenges.

Ownership Interest: Identify the owner of the property, and/or the applicant's relationship to the project. Identify if any other party holds interest in the property (mortgages, liens, ownership, etc.). All parties with an ownership interest in the property will be required to sign the project agreement.

Grant Request Amount: Clearly indicate the grant request amount in whole dollars (minimum of \$10,000 for Pre-development/Planning only and \$25,000 for Development) and explain what the funds will be used for. Describe how estimated project costs were derived. Since this program is a reimbursement grant, identify funds currently in hand (amount and source) and financing plan and sources for remainder of project costs.

Project Administration and Planning: Identify who will administer the grant funded project and what is their relevant qualifying experience. Provide resumes where applicable. Identify whether specific project planning has been undertaken to date including but not limited to survey, existing conditions studies, engineering studies. Describe and provide copies of relevant planning documents

Identify Project Type:

A. For Development/Construction projects of standing buildings and structures, indicate one type of building treatment from the list below:

1) *Preservation*: The process of applying measures necessary to sustain the existing form, integrity and materials of an historic property. Work, including preliminary measures to protect and stabilize the property, generally focuses upon the ongoing maintenance and repair of historic materials and features rather than extensive replacement and new construction

2) *Rehabilitation*: The act or process of making possible a compatible use for

a property through repair, alterations, and additions while preserving those portions or features which convey its historical, cultural, or architectural values.

3) *Restoration*: The act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period. The limited and sensitive upgrading of mechanical, electrical, and plumbing systems and other code-required work to make properties functional is appropriate within a restoration project.

4) *Stabilization*: The act of structurally stabilizing a building or structure, based on a professional condition assessment.

B. Archeological Stabilization: Indicate proposed level of work and measures taken to preserve the site.

C. Landscape Restoration, Stabilization, Preservation: For landscapes that are historic and listed in or eligible for listing in the National Register of Historic Places indicate preservation and maintenance plans.

D. Pre-development/Planning: Indicate which of the following will be included in the proposed project:

1) *Determination of National Register Eligibility*: If the property is not listed in the National Register of Historic Places, the applicant must receive a formal determination of National Register eligibility from DHR prior to approval of the application.

2) *Conditions Assessment*: Identifies buildings features, materials and existing conditions. This report is used as a basis for plans and specifications.

3) *Engineering Studies*: Conducted by a structural engineer, this report identifies the structural integrity of a property.

4) *Historic Structures Report*: Provides documentary, graphic, and physical information about a property's history and existing condition.

5) *Plans and Specifications*: Need to be developed for construction projects and shall be completed by a professional who meets the Secretary of the Interior's Professional Qualifications Standards as published in the Code of Federal Regulations, 36 CFR Part 61 and has been approved by SHPO. If consultants have already been hired

through a competitive bidding process, provide a copy of their resume with the application.

6) *Archaeological Surveys*: Identify any potential for archaeological sensitivity in an area.

7) *Architectural Surveys*: Identify any potential for architectural resources and important historic contexts in a defined area.

8) *Landscape Studies*: Determine the extent to which a historic landscape has been damaged and provides a plan to restore the landscape.

Severity of Need: Describe all storm-related damage. For Construction/Development projects provide clear color photographs, labeled and keyed to a narrative description and if possible site plans or building elevations to illustrate location and extent of damage.

Use & Public Benefit: Identify the current use of the property and anticipated future use. Explain who uses the property on a regular basis. Explain how this project will provide for the preservation of the resource. Explain what public benefit will be derived from the project.

Past Performance: List and describe any successfully completed project(s) of similar scope and/or scale undertaken by the applicant. Include any work completed at the project site.

Signed Resolution: A signed Authorizing Resolution requesting grant funding must be submitted with the application. If the authorizing board will not meet before the application deadline, please provide a draft resolution and the date when the certified resolution will be approved. A sample document can be found in Appendix D.